

Personnel

MANAGEMENT OF TRAINING AND OPERATIONAL SUPPORT
WITHIN THE AIR NATIONAL GUARD

This instruction implements Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. It establishes general and specific guidance for administering and controlling base workday programs and applies to all Air National Guard organizations and individuals not in the active Federal service. It implements the provisions to Titles 10, 32 and 37 of the United States Code and current DoD directives.

SUMMARY OF CHANGES: Adds tables 2-1 and 2-2 to clarify existing policy. Changes the authorization level for approval to exceed a specified number of annual training days. Table 3-1 is added to clarify text. Approval criteria for Rescheduled Unit Training Assembly (RUTA) has been changed to stress the quality of the training provided versus the reason for the RUTA request. Approval authorization level for RUTA has been changed to unit commander for any RUTA within the fiscal year. Adds tables 9-1 and 9-2 to simplify the number of Additional Flying Training Periods (AFTPs) authorized by quarter and fiscal year for converting versus non-converting units.

Chapter 1

TRAINING MANAGEMENT

1.1. Scope. This instruction governs the types of training and duty that may be performed by members of the Air National Guard (ANG) in accordance with Federal statutes and Department of Defense (DoD) policy.

1.2. Purpose. This instruction provides policy, procedures, and guidance to ensure compliance with U.S.C. Titles 10, 32 and 37; DoD directives and memoranda; ANGI 65-101, *Air National Guard Workday Accounting and Reporting Procedures* and ANGR 50-05, *ANG Deployments and Exercise Policy and Procedures*. This conforms with DoD requirements to establish training programs providing for the minimum number of inactive duty training periods (IDT), and active service (AS) required for attaining the prescribed unit readiness status and maintaining individual proficiency. Due to the high visibility of the workday program, state headquarters, commanders and unit workday advisors must ensure proper management, usage, tracking, and documentation of workday resources prescribed by this instruction are accomplished. Recommend State adjutants general or designated representative review the level of active service and inactive duty performed by colonels and above on a quarterly basis.

1.3. Terms Explained. When performing training or support duty, all Air National Guard members shall be on either inactive duty (IDT), active duty (AD), or full-time National Guard duty (FTNGD) status. For the purpose of this instruction the following general terms apply (see chapters 4 through 9 for ANG specific terms):

1.3.1. Active Service (AS). Service on active duty or full-time National Guard duty (10 U.S.C. Sec. 101(d)(3)).

1.3.2. Active duty (AD). Full-time duty in the active military service of the United States (10 U.S.C. Sec. 101(d)(1)). Active duty is always performed in a Title 10 (Federal) status. Active duty includes active duty for training (ADT) and active duty other than for training (ADOT).

1.3.3. Active Duty for Training (ADT). A category of active duty used to provide structured individual and/or unit training, or education courses to reserve component members. ADT is always performed in a Title 10 (Federal) status and may be referred to as annual training (AT), special training (ST), formal school training (FST), and initial active duty for training (IADT). ADT can be training under 10 U.S.C. Sec. 12301(b). This duty may satisfy the requirement for an individual to perform 15 days of active service for training per fiscal year.

1.3.4. Active Duty Other than for Training (ADOT). A category of active duty used to provide reserve component support to either active component or reserve component missions. It includes the categories of ADSW, AGR duty (in Title 10 status), and involuntary AD IAW 10 U.S.C. Secs. 12301, 12302, and 12304. Training may occur in the conduct of ADOT. ADOT in support of the active component is usually supported by MPA man-days.

1.3.5. Full-Time National Guard Duty (FTNGD). Training or other duty performed by a member of the Air National Guard of the United States under Title 32 U.S.C. Secs. 316, 502, 503, 504, or 505. FTNGD does not include inactive duty (IDT). FTNGD is always performed in Title 32 State status and may only be performed in the United States (to include Alaska and Hawaii) and U.S. territories. FTNGD is the Title 32 equivalent of active duty. It includes AGR duty, annual training (AT), special training (ST), formal school training (FST), and ADSW performed in a Title 32 State status. This duty may satisfy the requirement for an individual to perform 15 days of active service for training per fiscal year. (See 10 U.S.C. Sec 101(d)(5)).

1.3.6. Other Training Duty (OTD). Training, other than IADT or AT, (i.e., special training, formal school training) that provides all other structured training, to include on the job training, for individuals or units to enhance proficiency. OTD is authorized to provide for full-time attendance at organized and planned specialized skill training, refresher and proficiency training, and professional development education programs. It provides RC members with necessary skills and disciplines supporting RC missions. It should provide training content to the recipient. The primary purpose of OTD is to provide individual and/or unit readiness training, but OTD may support AC missions and requirements; i.e., operational support, thereby adding substance to the Total Force. May be performed in either Title 10 or Title 32 status.

1.3.7. Inactive Duty for Training (IDT). Training or duty performed by members of the ANG in Title 32 (State status) under Title 32 U.S.C. sections 502(a)(1) or 502(f) and 37 U.S.C. section 1002. It includes unit training assembly (UTA), split unit training assembly (SUTA), rescheduled unit training assembly (RUTA), equivalent training (EQT), additional flying training period (AFTP), proficiency training (PT), and training period preparation assembly (TPPA). IDT may only be performed in the United States (to include Alaska and Hawaii) and U.S. territories. (See 10 U.S.C. Sec. 101(d)(7)).

1.3.8. Initial Active Duty Training (IADT). Training that provides basic military training and technical skill training required for all enlisted accessions IADT is always done in a Title 10, Federal Status.

1.3.9. Military Personnel Appropriations (MPA) man-days. MPA man-days provided by active AF organizations to support active duty missions accomplished by ANG members. These are active duty workdays (Title 10 Federal). These training periods may satisfy the requirement for an ANG member to perform 15 days of active service for training if the duty is directly related to the member's specialty training. For specific MPA guidance see AFI 36-2619, *Military Personnel Appropriation Man-Day Program*.

1.3.10. Active Guard and Reserve Duty (AGR). Active duty (Title 10) performed by a member of a reserve component (i.e., Air National Guard of the United States), or full-time National Guard duty (Title 32) performed by a member of the Air National Guard, pursuant to an order to active duty or full-time National Guard duty for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instruction, or training the reserve components (10 U.S.C. Sec 101(d)(6)).

1.4. Mission. Units of the ANG have a dual mission as follows:

1.4.1. Federal or State. To provide units organized, equipped, and trained to function efficiently in the protection of life and property and the preservation of peace, order, and public safety under competent orders of Federal or State authorities.

1.4.2. Federal. To develop, maintain, and provide the Air Force with operationally ready units to augment the Active Air Force upon mobilization, and support DoD peacetime operations.

1.5. Channels of Communication. The Air National Guard (ANG) is responsible for implementing and administering approved National Guard Bureau policies for the ANG not in Federal service. Official communications that relate to the ANG will normally be forwarded from the unit through the adjutants general's office to the National Guard Bureau or the Air National Guard Readiness Center.

1.6. Training Objectives. The training objective is to ensure units are capable of executing their assigned missions.

1.6.1. Individuals. To fully qualify members in the authorized grade and position to which they are assigned.

1.6.1.1. To establish a continuing training program designed to provide the necessary knowledge for an individual to compete for advancement to the next higher grade level.

1.6.1.2. To develop leadership, mental attitude, and job knowledge required to accomplish the transition from peacetime duties to actual combat upon mobilization.

1.6.2. Units. To ensure that all units are trained to the highest state of combat readiness possible commensurate with resources available.

1.7. Training Responsibilities. The systematic accomplishment of training during the limited training time available necessitates the development and publication of a master unit training plan.

1.7.1. The highest command level on base is responsible for managing a training plan containing all programmed areas of training to be accomplished by its subordinate units.

1.7.2. Training administrators will be appointed to assume responsibility for the accomplishment of training objectives, both ancillary and skill level in nature, for all members of their sections. They will prepare and publish a monthly training program for their sections indicating planned training of individuals in general military and specific operations areas.

1.7.3. The commander is ultimately responsible for ensuring all members are trained to the degree and in the manner required to accomplish the assigned mission.

1.8. Conduct of Training. Under the Constitution and federal law training of the ANG is conducted under the command of State authorities. Such training will be conducted as prescribed by the respective ANG commanders in accordance with ANG directives; applicable Air Force gaining command training policies, standards, and programs; and as directed by the State adjutants general. State headquarters detachments will conduct skill level training in accordance with training programs established by the State adjutants general.

1.9. Supervision of Training. In accordance with the training criteria established by the Chief of Staff, USAF, each gaining MAJCOM is responsible for the inspection and evaluation of training of the ANG units it will gain upon mobilization. Operational readiness inspections and Quality Air Force Assessments conducted by major commands (MAJCOMs) and numbered Air Forces are used to determine the effectiveness of each unit's training program.

1.10. Training Authorization. Authorization of pay, entitlement to retirement points, and any claim or benefit that may arise as a result of military service requires documentary evidence that the member was in a duty status as authorized by Federal law or regulation. Unit commanders will issue written authorization governing training, in a pay or non-pay status, in advance of such training. Commanders must pay particular attention to ensuring appropriate internal controls are in place to monitor authorization, certification and documentation in the execution of the workday program.

1.10.1. Written authorization may contain the schedule of training for the entire organization, subordinate elements, or individual members. AF Form 40, *Authorization for Inactive Duty for Training*; NGB Form 105m/s, *Authorization for Individual Inactive Duty for Training*; NGB Form 633, *Attendance Roster*; or authorized substitute, may be used to satisfy this requirement, where feasible.

1.10.2. No member will be scheduled for training that will enable him or her to perform or be paid for duty performed in excess of the equivalent of 360 active service training days in any fiscal year. The performance of inactive duty does not count toward this limitation. (DOD 7000.14R Vol 7A, Chap 560101C)

1.10.3. Non prior service members are not authorized to participate in any training other than unit training assemblies prior to completion of initial active duty (BMT).

1.11. Non-pay Status. Except for pay and allowances, a member in this status is entitled to the same benefits as if he or she were in a pay status. Duty without pay shall be considered for all purposes as if it were duty with pay (10 U.S.C. Sec. 12315101(d)(5) and 32 U.S.C. Sec. 502 (f)(2)). This status is used for two reasons.

1.11.1. Participation in training without pay with the member's consent is authorized when ordered in writing by the unit commander to participate in such training.

1.11.2. When a traditional guardsman requires medical or dental care for a duty related illness or injury, place the individual in this status. Source of care may be a civilian or military provider.

1.12. Record of Attendance. All ANG members participating in any type of active service or inactive duty (including non-pay) must have such training recorded for attendance (pay and/or benefit) purposes.

1.13. Organization and Equipment for Training. The organization of the ANG units and required authorizations for equipment will be in accordance with the appropriate ANG unit manpower document (UMD), and the United States Air Force Table of Allowances (TA).

1.14. Standards and Requirements. Members must meet the following requirements when performing active service and inactive duty. Failure to meet these standards could result in denial of pay and points by the commander:

1.14.1. Dress and appearance standards of AFI 36-2903, *Dress and Appearance of Personnel*.

1.14.2. Physical fitness requirements outlined in AFI 40-502, *The Weight Management Program*.

1.14.3. Medical standards and qualifications of AFI 48-123, *Medical Examination and Medical Standards*.

1.15. Uniform Requirement. The prescribed uniform will be worn by all members when performing duty authorized by this regulation. However, newly assigned members awaiting basic training and officers receiving their first appointments may be granted a period of time deemed reasonable by the unit commander to obtain suitable uniforms.

1.16. Pay, Allowances, and Benefits. See DoD 7000.14R Vol 7A.

1.17. Funding. Funding for training will be in accordance with ANGI 65-601, *ANG Resource Management Policies and Responsibilities for Commanders*. The funding responsibility for travel of USAF field training detachment (FTD) instructors to ANG bases belongs to AETC. ANG requirements are budgeted by AETC to include TDY travel costs for FTD instructors.

1.18. Certification of Performance. Duty performance will be recorded and reported in accordance with ANGI 65-101, *Air National Guard Workday Accounting and Reporting Procedures*.

1.19. Performance of Active Service by Military Technicians. A military technician should not be scheduled to perform technician duty and active service on the same calendar day except in situations defined in the following paragraph. A technician scheduled for training on a given calendar day will not work as a technician on that day and must be in an appropriate leave status (annual leave, military leave, leave without pay) or compensatory time for that entire calendar day.

1.19.1. When mission requirements necessitate utilization of a technician in an active service status for mission accomplishment, the technician shall be placed on active service orders. Commanders must use discretion and sound judgment in employing this option. The following statement will be placed on members orders under remarks: "It has been determined that mission accomplishment necessitates this member will perform technician duties and active military service on the same calendar day. Technician and active service performance periods will not overlap. Member has been placed in appropriate technician leave status from the time on the first day that the active service begins and for the entire technician duty day during those days between the first and to include the last day of an active service period."

1.19.2. Military leave is chargeable only in full day increments (not hours); therefore, a technician electing to use military leave will be charged leave for the entire day. To avoid the loss of an entire day of leave for only a partial day absence, technicians may elect to use other leave for that day. See FPM Supplement 990-2.

1.19.3. Technicians electing to utilize the 44 days military leave program to support OCONUS non-combat operations will be in Title 10 military status without pay and accrue active duty points for retirement.

Chapter 2

THE WORKDAY PROGRAM

2.1. Purpose. The ANG workday program is designed to forecast requirements, allocate resources, and maintain an audit trail of resources expended. Internal controls must be maintained to ensure all personnel are fully training in their wartime mission and workdays are expended appropriately and judiciously.

2.2. Categories of Workdays:

2.2.1. Active Service (AS). An AS day is normally a minimum of 8 hours and accrues retirement points at the rate of no more than one point per day. AS includes the various forms of Active Duty (AD) and Full-Time National Guard Duty (FTNGD).

2.2.1.1. Annual Training (AT). The primary purpose of AT is to provide individual and/or unit readiness training, but AT may support AC missions and requirements; i.e., operational support, thereby adding substance to the Total Force. May be performed in either Title 32 (State) or Title 10 (Federal) status. See chapter 3.

2.2.1.2. Special Training (ST). Workdays allocated to accomplish training that cannot be achieved during AT or UTAs. May be performed in either Title 32 (State) or Title 10 (Federal) status. See chapter 4.

2.2.1.3. Active Duty for Special Work (ADSW). To accomplish special work in support of ANG or NGB. A sub-category of special training and is Reserve Component (RC) funded. Counterdrug ADSW tours excluded. May be performed in either Title 32 (State) or Title 10 (Federal) status. See chapter 4.

2.2.1.4. Formal School Training (FST). Workdays for all officer and prior service enlisted school training. May be performed in either Title 32 (State) or Title 10 (Federal) status. See chapter 5.

2.2.1.5. Basic Military Training (BMT). Workdays performed by non-prior service members to attend initial active duty for Training (IADT) in Title 10 (Federal) status. These workdays are centrally managed by ANG/MPT and are not allocated on the unit workday document.

2.2.1.6. Temporary AGR. Workdays are not currently allocated on the unit workday document for temporary AGR tours.

2.2.2. Inactive Duty for Training (IDT). Inactive duty training periods, normally a minimum of 4 hours and accrues one retirement point per inactive duty period, not to exceed two points per calendar day.

2.2.2.1. Unit Training Assemblies (UTAs). Drill periods consisting of 4 hours each. Normally four UTAs are scheduled on one weekend each month. See chapter 6.

2.2.2.2. Proficiency Training (PT). A training period not less than 4 hours that is performed in addition to scheduled UTAs. See chapter 7.

2.2.2.3. Training Period Preparation Assemblies (TPPA). A period of not less than 4 hours used by selected individuals in the preparation for scheduled UTAs. See chapter 8.

2.2.2.4. Additional Flying Training Period (AFTP). A minimum 4-hour training period available only to aircrew members used to achieve flying proficiency and related ground training activities. See chapter 9.

2.3. Policies and Procedures:

2.3.1. Training Authority. The Chief, NGB will issue the basic authority for members of ANG units to participate in training activities. The issuance of workday allocation documents constitutes authority for commanders to publish necessary orders for active service and to authorize inactive duty.

2.3.2. The ANG workday program can only be used to meet bona fide training requirements and/or validated training support needs. Workdays cannot be used to circumvent manning limitations or make up shortages in military technician or AGR authorizations.

2.3.3. ANG/FMA will allocate workdays for each fiscal year based on assigned unit strength levels, specific activities and resource integrated process team decisions. Workdays will be allocated on a quarterly basis to each wing/group or CBPO ID and will appear on the initial allocation document at the beginning of each fiscal year.

2.3.4. Base Workday Control Officers (BWCO), or their designated alternates, are the primary points of contact regarding all workday matters. Requests initiated through channels other than BWCOs must be approved and coordinated with the BWCO, including special training and school training workdays.

2.3.5. Workdays allocated for a specific purpose should be used for that purpose only. Workdays allocated and later determined not needed for the intended reason must be returned immediately.

2.3.6. Proper workday utilization codes (WUCs) must be reported for the purpose of actual workday usage. (See attachment 1 for listing of WUC definitions.) The WUC "OTHER" should be used only when the activity does not fit in a specific category.

2.4. Workday Requests. Requests for adjustments to the unit workday allocation document must be submitted in the prescribed format (see attachments 2 through 4). Due to processing requirements, BWCOs should instruct their users of the need for lead time in handling requests.

2.4.1. Requests for additional workdays will be honored based on validity, priority, and current resource availability. A WUC must be identified when requesting additional days from ANG/MPTR or a validating resource advisor. Use format at attachment 2.

2.4.2. Requests for return of workdays must be accomplished immediately. Workdays allocated to support a specific program must be used for that program only. If an event is canceled, it is the unit's responsibility to return the days. A WUC must be identified when returning workdays. Failure to react immediately creates an enormous drain on resources that could be used to support other valid unfunded ANG requirements. Use format at attachment 2.

2.4.3. Units that have a requirement for workdays to be transferred from one CBPO ID to another to support high-priority training requirements should submit requests using the sample format in attachment 3.

2.4.4. Annual, special, proficiency, TPPA, and FST workdays may be converted from officer to enlisted or enlisted to officer on the basis of two enlisted workdays for one officer workday, subject to ANG/ MPT's approval. Requests will be submitted using the format in attachment 4.

2.4.5. Quarterly re-phasing. Units must continually evaluate their workday requirements and promptly re-phase workdays in the Base Workday Control Officer (BWCO) system to the fiscal quarters in which they will be obligated. Adjusted workday allocation documents will be issued based upon the unit report produced by the BWCO system.

2.5. Supplemental Instructions. State adjutants general and commanders may supplement instructions to this regulation, as appropriate, to ensure adequate controls of the base workday program. Adequate internal controls must be in place to ensure compliance with supplemental instructions.

Table 2-1. Workdays Authorized by Category

TYPE MBR	AT	ST	BMT	SCHOOL	ADSW	BDT	MPA	UTA	PT	TPPA	AFTP
Non Prior Service Notes 1,4			X					X			
Traditional Non Aircrew	X	X		X	X		X	X	X	X	
Traditional Aircrew	X	X		X	X		X	X	X	X	X
Technician Non Aircrew Note 2	X	X		X	Note 3	X	X	X	X		
Technician Aircrew Note 2	X	X		X	Note 3	X	X	X	X		X
AGR						X					

Notes:

1. Non-prior service members may perform up to 48 UTA prorated periods per fiscal year.
2. Technicians must be off civilian duty or in an appropriate leave status if military duty is performed.
3. Technicians will not normally be authorized ADSW unless overseas.
4. Includes members under the split option training program.

Table 2-2. Source of Funding for Workdays, Travel & Per Diem

Category	PAY	Travel/ Per Diem
Air Technician Status	O&M	O&M
AGR	MILPERS	O&M
INACTIVE DUTY STATUS (UTA, PT, AFTP, TPPA)	MILPERS	O&M
ACTIVE SERVICE FOR TRAINING (AT, ST, SCHOOL)	MILPERS	MILPERS
ADSW (NOTE 1)	MILPERS	O&M
MPA	MILPERS	O&M
BDT - TECHNICIAN	O&M	O&M
BDT - AGR	MILPERS	O&M

Note 1. Travel/per diem funding for Counterdrug ADSW tours may be O&M or MILPERS as appropriate.

Chapter 3

ANNUAL TRAINING

3.1. General. All members except non-prior service personnel will participate in at least 15 days of AT during the fiscal year unless fulfilled by another type of active service, or excused for a reason stated in paragraph 3.3. Individuals may be ordered to training for periods of 1 to 15 days on an individual basis, by small teams, subsections, sections, or flights as well as squadron, group, or wing exercises that require attendance of all assigned personnel. The commander is provided complete flexibility to schedule all available workdays to meet peak training periods or to satisfy gaining command requirements.

3.2. Attendance:

3.2.1. State adjutants general. Federally-recognized State adjutants general and their staffs may attend AT of the Army and/or Air organizations of the respective States during dates specified in published orders.

3.2.2. Commanders and staff members. Commanders and staff members of organizations that train at different sites or during different training periods may visit the AT of subordinate units.

3.2.3. Units. Units on probation will not attend AT without prior written authorization from the Chief, NGB.

3.2.4. Members. Members will normally attend AT with the unit to which assigned. The State adjutants general may authorize attachment of individuals to another unit of the same State or to units of another State with the concurrence of the State adjutants general of the other State.

3.3. Excusals. A commander may excuse a member (documentation required) from all or a portion of 15 days of AT if one or more of the following applies:

3.3.1. The member has served 2 or more years on AD and was released from AD during the fiscal year in which AT is scheduled.

3.3.2. The member has completed his or her initial period of IADT within 6 months of commencement of AT.

3.3.3. The member is found physically or mentally incapacitated.

3.3.4. Scheduled training falls within the last 180 days of a member's obligated participation in the ANG.

3.3.5. The member has enlisted during the fiscal year and accomplished a proportionate share of the 15-day AT requirement (1-1/4 days per month, rounded off).

3.3.6. The member is scheduled to retire or separate from the unit during the fiscal year and accomplished a proportionate share of the 15-day AT requirement (1-1/4 days per month, rounded off).

3.3.7. The member requests excusal and circumstances exist that in the opinion of the unit commander would impose extreme hardship upon the member.

3.3.8. The member requests excusal and in the opinion of the unit commander the readiness status of neither the individual member nor the unit will be diminished by the excusal of the member.

3.4. Leave of Absence. When emergency circumstances arise that prevent an individual from completing his or her ordered tour of AT, he or she will be relieved from duty on orders and, where appropriate, scheduled to complete the remainder of the tour at a later date.

3.5. Annual Training Performance Limitations:

3.5.1. Annual training will not normally exceed a total of 15 days per fiscal year per individual member. However, in order to ease scheduling problems, expedite local planning, and assist in accomplishment of unit and individual training requirements, additional AT workdays per individual in excess of 15 days may be authorized. Orders published at the request of the appropriate official are sufficient documentation of approval. See table 3-1, Table of Authority, for further guidance.

3.5.4. Members who have already participated in 15 days of active service will not normally be scheduled to perform home station annual training. If home station active service is performed after completion of the member's required 15 days, the member will perform duty on each day of the active service tour.

3.5.5. Non-prior service members are not authorized to participate in annual training until after completing initial active duty training.

3.6. Transportation of Personnel. Government transportation must be used when possible. When ANG requirements will be better served, travel may be directed by government conveyance or by transportation request.

Table 3-1. Table of Authority

WORKDAY	TYPE MEMBER	CONDITIONS	APPROVAL AUTHORITY
Annual Training	Traditional 05 and below	Up to 179 days per member per fiscal year	Squadron Commander or Designated Representative
Annual Training	Traditional 05 and below	Over 179 days per member per fiscal year	Wing Commander
Annual Training	Traditional 06 and above	Up to 60 days per member per fiscal year	Wing Commander
Annual Training	Traditional 06 and above	Over 60 days per member per fiscal year	State Adjutant General
Annual Training	Technician 05 and below	Up to 90 days per member per fiscal year	Squadron Commander or Designated Representative
Annual Training	Technician 05 and below	Over 90 days per member per fiscal year	State Adjutant General
Annual Training	Technician 06 and above	Up to 60 days per member per fiscal year	Wing Commander
Annual Training	Technician 06 and above	Over 60 days per member per fiscal year	State Adjutant General

Chapter 4

SPECIAL TRAINING (ST) AND OPERATIONAL SUPPORT

4.1. Introduction. Special training tours are specific category training periods designated to accomplish a variety of training and operational support requirements that could not normally be accomplished during UTAs, AT, and AFTPs. An explanation of when ST is authorized, the types, restrictions, and limited uses are described here. These training periods may also satisfy the requirement for ANG members to perform 15 days of active service for training at the local commander's discretion if the training provided meets the member's wartime training requirements.

4.2. Authorization. ST workdays are allocated by ANG resource advisors to units for specific purposes (e.g., airlift support, deployments, exercises) and may be issued at the start of the fiscal year or on an as needed basis throughout the fiscal year.

4.3. Duration and Limitations:

4.3.1. Performance of a ST workday at home station must be a minimum of 8 hours. Extended orders may be required for particular missions (e.g., ADSW, counter-drug support) allowing individuals to remain on orders during non-working days, such as weekends and holidays.

4.3.2. ANG may place a limitation on certain types of ST or establish a priority on their use. This may occur when resources that have been tentatively approved for a specific program are reprogrammed by ANG to meet unforeseen critical requirements elsewhere.

4.3.3. ST workdays that have been authorized for a specific purpose will be used only for that purpose (e.g., alert, exercises/deployments, etc.). Appropriate action must be taken to return the unused days via the validating resource advisor.

4.3.4. Workdays used for travel will be included when determining the workday requirements. Workdays will not be programmed for payment of accrued leave for tours that exceed 29 days. Commanders will establish a leave policy to ensure that individuals take all leave accrued prior to the tour end date stated in the member's orders. Travel will be programmed in accordance with DoD 7000.14R Vol 7A, Chap 2.

4.3.5. The primary purpose of ST workdays is to support continuation, qualification, and conversion training in the ANG mission equipment and for participation in operational training exercises; this applies to both flying and mission support. ST workdays for conferences and workshops must be held to a minimum.

4.3.6. Units scheduled to participate in specific exercises, deployments, rotations, and competitions will use the appropriate ST/AT participation mix reflected in ANGR 50-05. The remainder of participation is programmed to be accomplished using ST resources, if available.

4.3.7. Individuals participating in any exercise or event located OCONUS (not to include Hawaii, Alaska, Guam, Puerto Rico, and the Virgin Islands) will be ordered to AD under Title 10, U.S.C..

4.3.8. ST workdays will not be reallocated between CBPO IDs without written approval by ANG/FMA.

4.3.9. Workdays required for support of specific events (e.g., exercises, airlift support, close air support, joint training, ferrying of aircraft, etc.) will be requested from the appropriate validating resource advisor. A current list of resource advisors is available on the FTP server, WD directory, file name, OPR.XLS.

4.3.10. ST workdays will not be converted between officer and enlisted or vice-versa at the unit level. Requests must be sent to the original validating resource advisor. (See attachment 4).

4.3.11. Orders placing a member on active service for training under AT or ST (for wartime training or operational support training) do not entitle the member to active service sanctuary (10 U.S.C. Sec 12686(a)). Only those days performed in direct support of tanker alert, air defense alert, counterdrug support, and active duty for special work will entitle a member to sanctuary. If a member falls within the sanctuary period while performing alert duty, counterdrug support, or ADSW; the member's appropriate state/territory is responsible for providing the workday or AGR resources to accommodate the member with a 20-year active service retirement.

4.3.12. Counterdrug tours are operational missions and should be considered active service other than for training.

4.3.13. Each policy reflected in this instruction applies to units or members participating in the alert program unless otherwise stated herein or in National Guard Regulation (AF) 55-1, *Air National Guard Alert Management*.

4.3.14. Traditional guardsmen who accept active service tours in support of ANG or NGB for short duration projects or other administrative/support functions will be placed in an ADSW status. These days can be utilized at any location where assistance is needed to support ANG national headquarters. ADSW days will also be provided to those traditional guardsmen representing NGB/ANG at conferences, seminars, workshops, etc. The NGB/ANG office being supported should provide ADSW workday resources. Technicians will perform special work for ANG/NGB in technician status utilizing bureau directed travel (BDT). Members representing their state or unit at conferences, workshops, seminars, and meetings will use their own resources.

4.3.15. Special training workdays assigned to validating resource advisors other than counterdrug are for the purpose of training and will not be used to assist in special projects or augment full-time support at NGB or ANG.

4.4. Requests to Resource Advisors. Validating resource advisors (NGB/ANG) may establish their own workday request format and method of communication (e-mail, message, letter, etc.). If a format is not developed, use attachments 1, 2, 3, and 4 within this regulation. (Information copies to ANG/MPT or FMA of requests for workdays to validating resource advisors are not required.)

Chapter 5

FORMAL SCHOOL TRAINING

5.1. Formal school training (FST). A category of active service in a pay status to accomplish required formal school AFSC upgrade training, refresher/proficiency training, or professional military education. These training periods may also satisfy the requirement for ANG members to perform the fiscal year requirement of 15 days of active service for training. See NGR (AF) 53-2, *Formal Schools and Related Training*, which prescribes policies and procedures for managing formal schools, initial active duty for training (IADT) programs, and other formal training programs.

5.2. Priorities for School Training. If formal training cannot be conducted due to limited funds, prioritizing mandatory training requirements will be necessary. Because each unit's needs are different, each unit must compile its own priority list to determine their training needs. Traditional guardsmen shall receive priority consideration for use of formal school training workdays. After mandatory training is completed, if resources are available quality training may be supported.

5.3. Limitations:

5.3.1. Formal school workdays that have been validated and issued for a specific purpose will be used only for that purpose. Appropriate action must be taken to return the unused days via the BWCO.

5.3.2. Workdays used for travel will be included when determining the workday requirements. Workdays do not need to be programmed for payment of accrued leave for tours that exceed 29 days. When possible, accrued leave should be taken during the tour. Tours will not be extended solely for the purpose of allowing a member to use accrued leave. Payment of accrued leave will be IAW with DoD 7000.14R Vol 7A, Chap 35.

5.3.3. School workdays will not be converted between officer and enlisted or vice-versa at the unit level. Requests must be sent to ANG/MPTR. (See attachment 4).

5.4. Allocation. FST workdays and military personnel travel and per diem funding (under project P541) for each fiscal year are distributed on the initial workday/funding document to the BWCO.

5.4.1. School workdays, travel and per diem for centrally-managed programs (e.g., UFT, PME, conversions,) will be issued thirty days prior to class start date. A list of all centrally managed programs and the appropriate validating resource advisor will be included in the initial workday guidance letter and updates will be forwarded quarterly.

Chapter 6

UNIT TRAINING ASSEMBLIES

6.1. Historical Perspective. Training assemblies have evolved over the years from the concept of Guard drill weekends in the Army National Guard. "Drill weekends" provided the opportunity for commanders to amass their troops once a month in order to train in subjects such as tactics and, of course, drill and ceremonies. Today's ANG still must depend on UTAs to create unit continuity and cohesiveness. Some training objectives such as ancillary training, physicals, and messing can best be met effectively during scheduled UTA weekends. Much training, however, requires an intense one-on-one trainer/student relationship using highly complex equipment. The availability of trainers and training equipment is greatly limited on unit UTA weekends. Therefore, the procedures in this chapter are designed to provide commanders maximum flexibility in scheduling their resources to meet training objectives. This flexibility comes from the use of the full-time workforce, which is the backbone of the training cadre and is available throughout the unit's scheduled work week. This chapter establishes basic policy and procedures for conducting these IDT periods and implements the policies contained in DoDs 1215.6 and 1215.13, and provisions of particular sections of U.S.C. Title 32, Section 502, subsection (b) and Title 37, Section 206, subsection (e).

6.2. Definitions:

6.2.1. Unit Training Assemblies (UTA). A unit training period of at least 4 hours scheduled to include the majority of assigned personnel. (See paragraph 6.3.)

6.2.2. Split Unit Training Assemblies (SUTA). A unit training period of at least 4 hours scheduled to include 50 percent or less of assigned personnel. (See paragraph 6.4.) (NOTE: UTAs and SUTAs are normally scheduled in blocks of four training periods over a 2-day weekend.)

6.2.3. Rescheduled Unit Training Assembly (RUTA). A 4-hour supervised training period rescheduled by a commander or designated representative outside a regularly scheduled UTA or SUTA weekend. (See paragraph 6.5.)

6.2.4. Equivalent Training (EQT). A 4-hour supervised training period designed to allow an individual member to make up an excused absence (for pay) or unexcused absence (for retirement points only) from a UTA, SUTA, or RUTA. (See paragraph 6.6.)

6.3. Unit Training Assemblies:

6.3.1. Scheduling. All federally recognized units will conduct 48 UTAs each fiscal year except as noted in paragraph 6.3.2. below. No more than two UTAs will be conducted on any one calendar day. When a commander determines that it is necessary to reschedule a UTA due to weather conditions or mission requirements causing more than 4 UTAs to be conducted in one calendar month, a letter of notification must be forwarded to ANG/MPTR. A UTA schedule in the form of an order published not later than 4 months before the first newly scheduled UTA month will be the primary means of informing unit members of impending UTAs. The schedule should contain a 12-month UTA schedule and contain the following information: date, time, and location of each UTA. It shall also contain the following statement: "All members of the (designated unit) are hereby ordered to attend all unit training assemblies shown on this training schedule unless attending a split UTA (SUTA) or Rescheduled UTA (RUTA)." The schedule should be provided to individuals and posted in a conspicuous place. A copy of UTA schedule will be forwarded to ANG/MPTR NLT 1 September of each year.

6.3.2. Limitations:

6.3.2.1. Units federally recognized during the fiscal year will participate in a prorated number of UTAs for the remainder of the fiscal year. Units returned to State control are not authorized to make up UTAs originally scheduled during the period the unit was not under State control.

6.3.2.2. The Chief, NGB, may authorize a unit to conduct more or less than the prescribed number of UTAs. Units requiring such authority will submit requests and justification to ANGRC/MPT.

6.3.2.3. ANG unit commanders may authorize members, with their consent, to participate in training duties without pay.

6.3.2.4. Members of the ANG may attend scheduled UTAs with organizations other than their own for the following purposes:

6.3.2.4.1. To attend ANG schools.

6.3.2.4.2. Other unique training available only at other locations.

6.3.2.4.3. To attend college at another location.

6.3.2.4.4. When the place of duty is not the unit in which the position is authorized (e.g., State staff flight surgeon performing duty at a subordinate flying unit).

6.3.2.4.5. Chaplain duty as required.

6.3.2.4.6. Absence from the vicinity of the parent unit for an extended period.

6.3.2.4.7. Valid circumstances as determined by the commander.

6.3.3. Constructive Attendance. Members may be considered as constructively present during training assemblies, although not entitled to pay, when they are authorized in writing to be absent for one of the following reasons:

6.3.3.1. When attending an accredited basic course, AFROTC during the academic year and participation with his/her unit is determined not feasible by the State adjutants general.

6.3.3.2. When performing active service.

6.3.3.3. When hospitalized or incapacitated as a result of line of duty injury or illness.

6.3.4. Required approvals:

6.3.4.1. A member may train with an ANG unit located within the same State, provided both commanders concerned approve.

6.3.4.2. A member may train with other reserve components subject to the concurrence of the State adjutants general and the approving authority of the reserve component.

6.3.4.3. A member may train with units of the Active Air Force provided the State adjutants general and the Air Force commander concur. The Active Air Force unit where duty is to be performed must be in the United State or a U. S. territory.

6.3.4.4. A member may train with an ANG unit located in another State provided both State adjutants general, or their designated representatives, concur.

6.3.5. Duration of UTA. A UTA will be of not less than 4 hours duration, except as follows:

6.3.5.1. The State adjutants general may authorize a UTA of not less than 2 hours duration for the purpose of the entire unit's participation in certain drills, ceremonies, or parades that are conducted outside the unit's home installation.

6.3.5.2. Under exceptional circumstances, a member may be credited with attendance at any UTA for pay purposes as long as he or she has participated in the scheduled UTA for at least 2 hours. Although commanders are permitted the flexibility of granting this authorization based upon the circumstances involved, appropriate internal controls must be maintained. Internal controls should include advance written authorization and special attention for consecutive periods of authorization. This provision will not be exercised for personal convenience of the member concerned.

6.3.6. Satisfactory Performance:

6.3.6.1. Members must be physically and mentally capable of performing UTA duty. Commanders are responsible for informing all personnel of their respective units that each member must report any physical or mental condition that might impair their performance of duty before they start any UTA. If the physical or mental ability of a member is questionable, the professional opinion of qualified military medical personnel and evaluation for performance of such training should be obtained.

6.3.6.2. Unit commanders may grant excused absences to individuals who miss a UTA. Members must be excused in writing even if the missed UTA will not be performed in a RUTA, SUTA, or EQT status. No more than 4 UTA periods may be made up in a paid EQT status in any fiscal year. (See paragraph 6.6.)

6.3.6.3. At the option of the unit commander, unexcused absences should normally result when:

6.3.6.3.1. Member fails to report for the UTA without prior approval.

6.3.6.3.2. Member is late for the UTA or leaves early without prior approval.

6.3.6.3.3. Member fails to comply with all provisions of *AFI 36-2903, Dress and Personal Appearance of Air Force Personnel*.

6.3.7. With the commander's approval, unexcused absences may be made up for retirement points only. No pay entitlement accrues to an individual making up an unexcused absence.

6.3.8. Process unsatisfactory participation IAW guidelines referenced in *AFI 36-3209, Separation Procedures for Air National Guard and Air Force Reserve Personnel*.

6.4. Split Unit Training Assemblies (SUTA). A SUTA occurs when the manpower resources of an ANG unit are divided and organizations perform training on different weekends. Commanders of units are authorized SUTAs to maximize flying training or to achieve other mission goals that cannot be attained on only one training weekend per month. Prepare NGB Form 633, Attendance Roster IAW ANGI-65-101, chapter 3.3.6.

6.4.1. SUTAs are also authorized to provide staff visits, inspections, or training that must be accomplished at times other than the scheduled UTA.

6.4.2. Commanders may schedule units or subunits to perform training in a SUTA status whenever compatible training cannot be achieved on a regular UTA.

6.4.3. In accordance with Title 32 U.S.C. 502(b), to have a series of formations credited as an assembly for drill, all parts of the unit must be included in the series within 30 consecutive days. Therefore, SUTAs must be scheduled within 30 days of the regular scheduled UTA. (The calendar month may be substituted for 30 consecutive days.)

6.4.4. SUTAs authorized will meet the following criteria:

6.4.4.1. The training is accomplished by complete subordinate elements of the unit (flight, team, section, or subsection) as indicated in the appropriate manpower source listing or by individuals grouped for specialized training.

6.4.4.2. Each part of a SUTA is supervised by an officer or noncommissioned officer (E-5 or above) and is of the same or greater duration as the training assembly for which substituted.

6.4.5. Scheduled training that cannot be conducted due to changing circumstances and requirements will be canceled and rescheduled. Examples:

6.4.5.1. A training flight cannot be accomplished due to weather conditions or availability of aircraft or training equipment.

6.4.5.2. The unit to be supported by support personnel is required to change UTA dates.

6.4.5.3. Training cannot be conducted due to natural disasters, civil disturbances, or other compelling reasons, as determined by the commander.

6.4.5.4. The attendance at the parent unit for the scheduled UTA will be the sum total of the attendance of each of the authorized split assemblies. However, no member will be counted more than once nor receive credit for more than one formation.

6.5. Rescheduled Unit Training Assembly (RUTA). The RUTA is available to commanders to achieve training objectives using maximum available equipment and full-time personnel resources. Commanders are responsible for mission readiness, and therefore maintain the authority for decisions to reschedule a unit training assembly for members. The following conditions and limitations apply:

6.5.1. The provisions of paragraphs 6.3.2., 6.3.4., 6.3.5., and 6.3.6. also apply to RUTAs.

6.5.2. A RUTA must be requested and approved in advance of the missed period. If the request and/or the approval were initially made verbally, approval must be documented prior to the RUTA being performed. Documentation may be on the NGB Form 633, NGB Form 105 remarks section or may be documented separately. Wherever documented, the documentation should include the reason for the RUTA.

6.5.3. Criteria for Approval.

6.5.3.1. Training received during a RUTA must be of equal to or better quality than the training that would have been received during the missed training assembly.

6.5.3.2. If the RUTA is at the request of the member, the unit commander may deny or approve based upon valid circumstances as determined by the commander.

6.5.3.3. Training objectives such as ancillary training, physicals, and unit continuity and cohesiveness must be maintained.

6.5.3.4. A RUTA will not be performed outside of the fiscal year of a missed UTA or SUTA.

6.5.3.5. A RUTA must be approved by the commander or his designated representatives.

6.5.3.6. An individual may only perform RUTAs for those scheduled UTAs which fall during the time the individual is an active member of the ANG. Since ANG assistants are authorized to perform all UTAs for a six-month period at anytime during the six months (IAW ANGP 36-15, *Air National Guard Assistant Program*), the allowable UTAs must be prorated based on the number of months the member is actively assigned to the ANG. For example, if an ANG assistant is retiring in November, the allowable number of UTA periods in that 6-month period is eight.

6.6. Equivalent Training (EQT). A member may be allowed to make up a UTA that was missed even if the UTA was missed without prior approval. EQTs can be performed in a pay status for excused absences and in a non pay status (retirement points only) for unexcused absences.

6.6.1. Commanders may allow individuals to make up a maximum of four missed UTA periods in a paid EQT status per fiscal year [U.S.C. Title 37, Section 206(e)]. An EQT in a pay status must be performed within 30 calendar days of the missed scheduled UTA period and within the same fiscal year.

6.6.2. An EQT period without pay (for retirement points only) may be performed outside of 30 calendar days of the missed scheduled UTA period but within the member's anniversary year. UTAs performed in a non-pay status will be documented on NGB Form 105m/s or a locally substituted form, held separately from attendance records for UTAs in a pay status, and forwarded directly to MPF.

6.6.3. The training received during an EQT must be of similar nature and quality to that which was missed. EQT will be appropriate to and enhance ability of the individual to accomplish the duties of the position to which he or she is assigned. In the case of staff or support personnel, this may include actions to enhance the training, management, or readiness of the unit.

6.6.4. Paragraphs 6.3.2., 6.3.4., 6.3.5., and 6.3.6. also apply to EQTs.

Table 6-1. Table of Authority

WORKDAY	TYPE MEMBER	CONDITIONS	AUTHORITY
RUTA	All members	Within the fiscal year of the missed UTA	Unit Commander
RUTA	All members	Outside of the fiscal year of the missed UTA	NOT ALLOWED
EQT (With Pay)	All members	Within 30 days and within the fiscal year of the missed UTA	Unit Commander
EQT (Without Pay)	All members	Both EQT and missed period must be within the member's anniversary year	Unit Commander

Chapter 7

PROFICIENCY TRAINING

7.1. Purpose. Proficiency training enables officers and enlisted personnel to achieve or maintain a high level of proficiency within the member's AFSC to improve the readiness posture of the ANG. PT periods will be a minimum of 4 hours in duration, a maximum of one per calendar day, and may not be performed in conjunction with another type of IDT period (UTA, RUTA, EQT, AFTP, or TPPA) or active service (AT, ST, etc.). Four hours in duration is the minimum; however, greater length training periods are strongly encouraged to maximize resource utilization.

7.2. Provisions and Limitations:

7.2.1. Utilization of PTs by technician employees must be closely monitored.

7.2.2. Air weapons controllers, technicians of the tactical air control system (TACS), air traffic controllers, and aerial port personnel who are military technicians are authorized to perform PTs.

7.2.3. Other military technicians are eligible to perform PTs if the duty being performed is not in any way related to the technician's normal technician duty. For example, if a technician air operations specialist is required to work in base operations after normal duty, authorization of a PT for such duty would be inappropriate since the work to be performed is related to his or her technician duties.

7.2.4. PT periods are authorized for fire protection support; however, they must be controlled to ensure that use is limited to only auxiliary firefighters, non-technician fire protection personnel, and the base fire chief. NOTE: Units not allocated fenced PT days for fire protection support since adequate full-time support is authorized; therefore, their technicians are not authorized to perform PTs for fire protection.

7.2.5. No individual may exceed 30 PTs per fiscal year.

Chapter 8

TRAINING PERIOD PREPARATION ASSEMBLIES

8.1. Purpose. TPPAs are used by key training personnel for the preparation of training programs, lesson plans, training aids, and unit training administration in order to provide the maximum training during a UTA weekend.

8.2. Provisions and Limitations:

8.2.1. TPPA authorizations. The only members authorized TPPAs are those individuals, in designated types of units or specific functional activities, who are in UMD or additional duty positions that involve the preparation, administration, and supervision of inactive duty unit training activities. Such training activities include AFSC continuation/proficiency training, ancillary training, OJT, and similar requirements. Commanders must limit the authorization of TPPAs to those that are necessary to maintain the standards of training of the unit(s) involved.

8.2.1.1. Unit/Activity Authorizations. All units and functional activities are authorized TPPAs.

8.2.2.2. Individual member authorizations.

8.2.2.3. Each individual eligible member will be authorized a maximum of 24 per fiscal year.

8.2.2.4. Quarterly limitations. A member may be paid for no more than six TPPAs per fiscal quarter.

8.2.2.5. Daily Limitations. Only one TPPA per individual will be authorized during a calendar day. TPPAs may not be performed in conjunction with any other type of inactive service training day (UTA, RUTA, AFTP, PT, EQT) or active service for training day (AT, ST, etc.).

8.3. Utilization and eligibility:

8.3.1. TPPAs are authorized for use by traditional guardsmen only. Military technicians are not eligible for TPPAs.

8.3.2. TPPAs will be a minimum of 4 hours in duration although greater length assemblies are encouraged.

8.3.3. Distribution. Priority of distribution should be given to units and functions with no or little full-time support.

Chapter 9

ADDITIONAL FLYING TRAINING PERIODS

9.1. Purpose. AFTPs for officers and enlisted on flying status enable flight personnel to achieve and maintain a high level of flight proficiency in order to promote flight safety and improve the readiness posture of the ANG. All planning pertaining to the use of AFTPs will be directed toward these goals. DoD guidance (DoD 1215.6) limits the use of AFTPs by primary aircrew members to conduct aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain mobilization readiness.

9.2. AFTP Authorizations. The only members authorized AFTPs are those who are in authorized positions that require active flying. Designated personnel must remain professionally and physically qualified to maintain eligibility. Accomplishment of all authorized AFTPs is not mandatory. Commanders must limit the authorization of AFTPs to those that are necessary to maintain the professional qualification and proficiency of assigned/attached air crew personnel. Air crew members must be obtaining or maintaining qualification in the aircraft in order to perform an AFTP in that aircraft.

9.3. Annual/quarterly authorizations: See tables 9-1 and 9-2.

9.3.1. For pararescue personnel authorized aircrew related ground training activities include situational medical exercises, field training, communications training, and transportation from training areas.

9.3.2. Converting Units. Table 9-2 applies to those air crew members who are assigned to a unit undergoing a primary aircraft conversion and who are required to train in that specific aircraft.

9.3.3. Status Change:

9.3.3.1. Traditional Guardsman to Military Technician. When a member becomes a technician, the new quarterly and annual AFTP limitations for a technician apply immediately. If the member has already exceeded the quarterly or annual limitation at the time of the status change, no waiver is required for the duty that has already been performed but no additional AFTPs are authorized for the remainder of the exceeded period.

9.3.3.2. Temporary Technician. Periods of temporary technician duty do not change the number of AFTPs authorized for a member.

9.3.3.3. Promotion to Colonel. When a member is promoted to colonel, the new quarterly and annual AFTP limitations for an O-6 apply immediately. If the member has already exceeded the quarterly or annual limitation at the time of the status change, no waiver is required for the duty that has already been performed but no additional AFTPs are authorized for the remainder of the exceeded period.

9.4. Requirements and Limitations. The minimum requirements and limitations for air crew members on current flying status participating in AFTPs are as follows:

9.4.1. AFTPs will be authorized in advance.

9.4.2. An AFTP is not authorized on a day when the member has participated in two UTAs, two EQTs, two RUTAs, two SUTAs, one PT, one TPPA, or an active service day.

9.4.3. One AFTP can be performed in conjunction with one UTA, EQT, RUTA, or SUTA on the same calendar day, provided the aggregated training time is not less than 8 hours.

9.4.4. No more than two AFTPs per individual are authorized during 1 calendar day.

9.4.5. Each AFTP must be at least 4 hours in duration.

9.4.6. At least one sortie must be performed per flying AFTP. Exception: two AFTPs may be logged if the sortie duration for one sortie is four hours or more, provided the combined training time is not less than 8 hours.

9.4.7. If a training session extends past 2400 hours, the time after midnight is included in the last AFTP of the previous day. A maximum of two AFTPs per flight, regardless of duration may be authorized.

9.4.8. Once a mission departs, crewmembers must remain in the initial pay status until the termination of the mission/flight. The AFTO 781 may not be broken for the sole purpose of changing pay status.

9.4.9. Ground AFTPs may be credited when the aircrew member performs the ground training requirements listed below and are a minimum of 4 hours.

9.4.9.1 Simulator and other applicable 51-series directives ground training requirements, such as computer-based training and unit training devices.

9.4.9.2. Standardization/evaluation examination requirements established in applicable 60-series directives.

9.4.9.3. Air crew mission planning activities for subsequent operational training flights.

9.5. Crew member duties:

9.5.1. Air crews must be authorized and scheduled to perform crew member duties in the aircraft in which they perform the AFTP. AFTPs will only be credited when the member performs flight duties, or related ground training requirements, in the aircraft authorized to the unit of assignment or in support aircraft assigned to the unit. Related ground training requirements do not include supervisor of flying, runway supervisor, launch control officer, landing zone officer, drop zone control officer, and other such duties.

9.5.2. Aeromedical evacuation (AE) personnel are authorized to use AFTPs in the following AE roles:

9.5.2.1. Fulfilling any crewmember position.

9.5.2.2. While performing required ground training.

9.5.2.3. As a simulated patient (an AE crewmember will not act solely as a patient on a mission; member must perform at least one training event).

9.5.2. Pararescue personnel may perform AFTPs on any aircraft, when their duties relate to their currency or qualification, i.e., parachutist duties, free fall swimmer deployments, etc.

9.6. Military Technician Participation. AFTPs are authorized during military technician hours provided the technician is on annual leave, leave without pay, or compensatory leave status. If any portion of the flight occurs in military technician status, the technician will not be eligible for a paid AFTP. When AFTPs, including preflight and/or post flight, result in or include activities other than those conducted during an ANG technician's normal duty day, the technician is required to be in a leave status during the period of those activities.

9.7. Records and Report:

9.7.1. Recording entries. When a flight originates and terminates at station in different time zones, the AFTP duty time entries will be recorded using the local time at point of departure for the AFTP.

9.7.2. Reports and records of attendance. Reports and records of all AFTPs will reflect authorization by the unit commander or designated representative. NGB Form 105 or authorized substitute will be used to document each completed AFTP for pay purposes.

Table 9-1. AFTP - Non Converting Units.

TYPE MEMBER	ANNUAL	QUARTERLY	GROUND Per Year	GROUND Per Qtr
Traditional (MR) 05 and below (note 1)	48	16	12	4
Traditional Pararescue	48	16	32	8
All others (note 2)	36	12	12	4

Note 1. All air crew personnel below the grade of colonel (0-6) except those listed in note 2, training or maintaining mission ready (MR) level of qualification in the unit's primary authorized aircraft.

Note 2. Military technician employees, regardless of their level of air crew qualification; ANG general officers and ANG officers in the grade of colonel; all air crew personnel maintaining levels of qualification below MR; and flight surgeons regardless of their MR status

Table 9-2. AFTP - Converting Units.

TYPE MEMBER	ANNUAL	QUARTERLY	GROUND Per Year*	GROUND Per Conversion QTRS*
Traditional (MR) 05 and below	48	16	24	8
All others	38	12	18	6

*Conversion quarters are the fiscal quarter of the conversion and the two fiscal quarters immediately prior to conversion. Ground per year limitation may apply for 2 fiscal years if conversion quarters fall in separate fiscal years.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

4 Attachments
1. Workday Utilization Table
2. Request for Workdays Sample
3. Request for Transfer Sample
4. Request for Conversion Sample

Attachment 1

Workday Utilization Codes

ANNUAL TRAINING:

WUC	PRESIDENT'S BUDGET CATEGORY	DESCRIPTION
AA	COMPETITIONS	ALL COMPETITIONS
BA	COMMAND/STAFF	ANG ASSISTANTS
BB	COMMAND/STAFF	ALL OTHER COMMAND STAFF SUPERVISION
CA	EXERCISES	JCS - JOINT SERVICE EXERCISES
CB	EXERCISES	COMPOSITE FORCE - CONUS EXERCISES
CC	EXERCISES	OVERSEAS OCONUS EXERCISES TO INCLUDE ALASKA, HAWAII, PR, VI, AND GUAM
CD	EXERCISES	FLAG EXERCISES
CE	EXERCISES	OTHER EXERCISES/DEPLOYMENTS
DA	MANAGEMENT SUPPORT	SENIOR MANAGEMENT
EA	OPERATIONAL TRAINING	WARTIME READINESS TRAINING
EB	OPERATIONAL TRAINING	RATED FORMAL SCHOOL ATTENDED IN ANNUAL TRAINING STATUS
EC	OPERATIONAL TRAINING	NONRATED FORMAL SCHOOL ATTENDED IN ANNUAL TRAINING STATUS
ED	OPERATIONAL TRAINING	ANG AIRLIFT/GUARDLIFT
EE	OPERATIONAL TRAINING	JA/ATT
EF	OPERATIONAL TRAINING	ALCE
FA	OPERATIONAL TRAINING	UNIT ASSIGNED
FB	OPERATIONAL TRAINING	UNIT ASSIGNED
FC	OPERATIONAL TRAINING	UNIT ASSIGNED
FD	SVC/MISSION SUPPORT	UNIT ASSIGNED
FE	SVC/MISSION SUPPORT	UNIT ASSIGNED
FF	SVC/MISSION SUPPORT	UNIT ASSIGNED
FG	OPERATIONAL TRAINING	ORE PREPARATION
FH	OPERATIONAL TRAINING	ORE PARTICIPATION
FI	OPERATIONAL TRAINING	ORI PREPARATION
FJ	OPERATIONAL TRAINING	ORI PARTICIPATION
GA	UNIT CONVERSION TRAINING	FLYING UNITS (MAINTENANCE/OPERATIONS/SUPPORT AUGMENTATION)
GB	UNIT CONVERSION TRAINING	FLYING UNITS (OUTSIDE CONVERSION SUPPORT - OPS/MAINT AUGMENTATION)
GC	UNIT CONVERSION TRAINING	FLYING UNITS (AIRCRAFT ACCEPTANCE TEAMS)
GD	UNIT CONVERSION TRAINING	FLYING UNITS (OTHER)
GE	UNIT CONVERSION TRAINING	GROUND UNITS (MAINTENANCE/OPERATIONS/SUPPORT AUGMENTATION)
GF	UNIT CONVERSION TRAINING	GROUND UNITS (OUTSIDE CONVERSION SUPPORT - OPS/MAINT AUGMENTATION)
GG	UNIT CONVERSION TRNG	GROUND UNITS (OTHER)

SPECIAL TRAINING:

WUC	PRGM MGR	PRESIDENT'S BUDGET CATEGORY	DESCRIPTION
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WUC	PRGM MGR	PRESIDENT'S BUDGET CATEGORY	DESCRIPTION
PA	CC	COMMAND/STAFF	CONTINGENCY FUND ISSUES
PB	CC	COMPETITIVE EVENTS	CONTINGENCY FUND ISSUES
PC	CC	EXERCISES	CONTINGENCY FUND ISSUES
PD	CC	MANAGEMENT SUPPORT	CONTINGENCY FUND ISSUES
PE	CC	OPERATIONAL TRAINING	CONTINGENCY FUND ISSUES
PF	CC	SVC/MISSION SUPPORT	CONTINGENCY FUND ISSUES
PG	CC	UNIT CONVERSION TRAINING	CONTINGENCY FUND ISSUES
DA	CD	DRUG INTERDICTION	PROJECT A RESERVED
DB	CD	DRUG INTERDICTION	PROJECT B RESERVED
DC	CD	DRUG INTERDICTION	PROJECT C RESERVED
DD	CD	DRUG INTERDICTION	MJTF - MULTI JOINT TASK FORCE
DI	CD	DRUG INTERDICTION	GOVERNORS' STATE PLANS
DJ	CD	DRUG INTERDICTION	NICI - NATL INTERAGENCY CD INSTITUTE
DK	CD	DRUG INTERDICTION	CORONET NIGHTHAWK
DL	CD	DRUG INTERDICTION	COUNTERDRUG LOGISTICS - CDL
DM	CD	DRUG INTERDICTION	C 26 CD PROGRAM
DN	CD	DRUG INTERDICTION	DEMAND REDUCTION
DP	CD	DRUG INTERDICTION	RCTA - REGIONAL CD TRAINING ACADEMY
DQ	CD	DRUG INTERDICTION	SOUTHCOM RADARS
DR	CD	DRUG INTERDICTION	RINGGOLD
DS	CD	DRUG INTERDICTION	COUNTERDRUG MGT SUPPORT
DU	CD	DRUG INTERDICTION	T2S2 LINGUISTICS
DW	CD	DRUG INTERDICTION	BIOCHEM PREVENTION EDUCATION TRAINING
QA	CEX	EXERCISES	ENGINEERING DFTS/OTHER CEO EXERCISES
QB	CEX	EXERCISES	READINESS SAFEGUARD EXERCISES
QC	CEX	EXERCISES	RED HORSE
QD	CEX	OPERATIONAL TRAINING	ABO/DP/EOD
QE	CEX	OPERATIONAL TRAINING	FIREFIGHTERS
QF	CEX	OPERATIONAL TRAINING	WARTIME READINESS TRAINING
QG	CEX	SVC/MISSION SUPPORT	DIRECT ANG SUPPORT OF ACTIVE MIL FORCES
RA	XO	SVC/MISSION SUPPORT	AIR DEFENSE ALERT
RB	XO	SVC/MISSION SUPPORT	TANKER ALERT
RE	XOOO	OPERATIONAL TRAINING	JA/ATT
RF	XOOO	OPERATIONAL TRAINING	WARTIME TRAINING
RG	XOOO	SVC MISSION SUPPORT	ALCE
RH	XOOO	SVC MISSION SUPPORT	IN SUPPORT OF ACTIVE SERVICE
RI	XO	OPERATIONAL TRAINING	FIGHTER CONTINGENCY TRAINING
RJ	XO	MANAGEMENT SUPPORT	OPERATIONAL SUPPORT AIRCRAFT
RK	XO	OPERATIONAL TRAINING	MOBILE AERIAL FIRE FIGHTING SYSTEM
RL	NGB/IG	OPERATIONAL TRAINING	ORI PARTICIPATION
RM	NGB/IG	OPERATIONAL TRAINING	ORI PREPARATION (TO INCLUDE ORE'S)
RN	XOOSW	COMPETITIVE EVENTS	FORECAST CHALLENGE
RO	XOOSW	EXERCISES	FUERTE CAMINOS
RP	XOOSW	OPERATIONAL TRAINING	PROFICIENCY TRAINING
RQ	XOOSW	OPERATIONAL TRAINING	READINESS TRAINING
RR	XOOSW	SVC/MISSION SUPPORT	WEATHER SUPPORT
RS	XO	OPERATIONAL TRAINING	ADVANCED AIRLIFT TACTICS TRNG CTR
RT	XO	OPERATIONAL TRAINING	COMBAT CONTROL TEAM
RU	XO	OPERATIONAL TRAINING	PARARESCUE JUMPER FORCES

WUC	PRGM MGR	PRESIDENT'S BUDGET CATEGORY	DESCRIPTION
RV	MPTF	OPERATIONAL TRAINING	SYLLABUS TRAINING
RW	XOOM	OPERATIONAL TRAINING	CREW RESOURCE MANAGEMENT
RX	XOOC	OPERATIONAL TRAINING	ACMI
RY	XOOC	MANAGEMENT SUPPORT	CRTC
RZ	XOOC	MANAGEMENT SUPPORT	RANGE
XG	XOXE	COMPETITIVE EVENTS	WILLIAM TELL, GUNSMOKE
XF	XOXE	EXERCISES	FLAG EXERCISES
XJ	XOXE	EXERCISES	JCS EXERCISES
XO	XOXE	EXERCISES	OVERSEAS NOT JCS
ZQ	XOXE	MANAGEMENT SUPPORT	FOREIGN MILITARY SALES (NATO)
XM	XOXE	OPERATIONAL TRAINING	MISC ANG PROGRAMS
XT	XOXE	OPERATIONAL TRAINING	GUARD TRAINING
XA	XOXE	SVC/MISSION SUPPORT	IN SUPPORT OF OTHER DOD AGENCIES
XC	XOXE	SVC/MISSION SUPPORT	CONTINGENCY OPERATIONS
UA	MPPUR	MANAGEMENT SUPPORT	LINE OF DUTY DETERMINATIONS
UB	MPPAE	ADSW	RECRUITING SUPPORT
TD	FM	COMPETITIVE EVENTS	TOP DOLLAR PARTICIPANTS
TE	FM	MANAGEMENT SUPPORT	OTHER FM ACTIVITIES
TF	FM	OPERATIONAL TRAINING	TOP DOLLAR - OTHER
ZA	LGT	OPERATIONAL TRAINING	DROP ZONE SUPPORT
ZB	NGB/AQ	MANAGEMENT SUPPORT	TEST & ACQUISITION SUPPORT
ZC	NGB/CF	COMMAND/STAFF	ANG ASSISTANTS
ZD	NGB/GO	COMMAND/STAFF	AIR ADJUTANT GENERALS
ZE	NGMTU	COMPETITIVE EVENTS	MARKSMANSHIP
ZZ	RESERVED	RESERVED	RESERVED
ZJ	SCF	COMMAND/STAFF	ATC MISCELLANEOUS
ZF	SCF	OPERATIONAL TRAINING	ATC HOME STATION
ZG	SCF	OPERATIONAL TRAINING	ATC DEPLOYMENTS
ZH	SCF	OPERATIONAL TRAINING	ATC FACILITY CONVERSION
ZI	SCF	OPERATIONAL TRAINING	ATC TRAINING
ZK	SCM	SVC/MISSION SUPPORT	E.I. READY TEAM
SA	SE	MANAGEMENT SUPPORT	110-14 BOARDS
SB	SE	MANAGEMENT SUPPORT	AIRCRAFT MISHAPS
SC	SE	MANAGEMENT SUPPORT	SPECIAL PROJECTS
SG	SG	COMMAND/STAFF	MEDICAL STAFF ACTIONS
SJ	SG	EXERCISES	MEDICAL EXERCISES
SK	SG	MANAGEMENT SUPPORT	MEDICAL SUPPORT ACTIVITIES
SD	SG	OPERATIONAL TRAINING	OSATS/ITAPS
SE	SG	OPERATIONAL TRAINING	EMT TRAINING
SF	SG	OPERATIONAL TRAINING	AE FIELD TRAINING/OP MISSIONS
SH	SG	OPERATIONAL TRAINING	BIO/MPH TRAINING
SI	SG	OPERATIONAL TRAINING	MRTS
SL	SM	ADSW	SUPPORT OF NGB/PENTAGON
SM	SM	ADSW	SUPPORT OF ANGR/ANDREWS
SN	SM	ADSW	SUPPORT OF P MEC/KNOXVILLE
SO	SP	COMPETITIVE EVENTS	SP COMPETITIONS
SP	SP	MANAGEMENT SUPPORT	CRASH SITE SECURITY
SQ	SP	MANAGEMENT SUPPORT	ENHANCED SECURITY POSTURE
ZL	SG	N/A	CAREFORCE

WUC	PRGM MGR	PRESIDENT'S BUDGET CATEGORY	DESCRIPTION
ZM	FM	N/A	YOUTH PROGRAMS
ZN	1AF	OPERATIONAL	1ST AIR FORCE FLEX ALERT
ZO	1AF	OPERATIONAL	1ST AIR FORCE
ZP	1AF	ADSW	1ST AIR FORCE ADSW
TA	MPTE	MANAGEMENT SUPPORT	AIRMAN LEADERSHIP INSTRUCTORS
TB	MPTR	COMMAND/STAFF	STATE HEADQUARTERS FRONTLOAD
TC	MPTR	MANAGEMENT SUPPORT	STATE HEADQUARTERS FRONTLOAD
XU	XPP	UNIT CONVERSION TRNG	ALL ACCEPTANCE TEAMS
XV	XPP	UNIT CONVERSION TRNG	FLYING CONVERSION SUPPORT
XW	XPP	UNIT CONVERSION TRNG	GROUND CONVERSION SUPPORT
XX	XPP	UNIT CONVERSION TRNG	OTHER PROGRAM ACTIONS

PROFICIENCY TRAINING:

WUC	DESCRIPTION
HA	CRASH/FIRE RESCUE
HB	COMBAT CONTROL TEAM
HC	AIR WEAPONS CONTROLLER
HD	AIR TRAFFIC CONTROLLER
HE	ALL OTHER PROFICIENCY TRAINING
HF	DROP ZONE
HG	E.I. READINESS
HR	WARRIOR NETWORK REFRESHER
HS	WARRIOR NETWORK INITIAL SKILLS
HT	WARRIOR NETWORK PROFESSIONAL MILITARY EDUCATION

FORMAL SCHOOL TRAINING:

WUC	TYPE	DESCRIPTION
IA	NON RATED	CAREER DEVELOPMENT TRAINING
IB	NON RATED	INITIAL SKILL ACQUISITION
IC	NON RATED	REFRESHER/PROFICIENCY
ID	NON RATED	OFFICER CANDIDATE SCHOOL OR ACADEMY OF MILITARY SCIENCE
IE	NON RATED	AIRCRAFT CONVERSION/ROBUST/FLYING UNIT ACTIVATION
IF	NON RATED	RECRUITER
IG	NON RATED	GROUND COMM EQUIPMENT CONVERSION/UNIT ACTIVATION
JA	RATED	INITIAL SKILL ACQUISITION
JB	RATED	REFRESHER/PROFICIENCY
JC	RATED	UPT/UNT
JD	RATED	AIRCRAFT CONVERSION/ROBUST/UNIT ACTIVATION

UNIT TRAINING ASSEMBLIES: - INCLUDING RUTA, SUTA AND EQT

WUC	PAY CATEGORY	DESCRIPTION
KA	A	UTAs IN INACTIVE DUTY TRAINING (IDT) STATUS
KB	P	UTAs PRIOR TO ENTERING INITIAL ACTIVE DUTY FOR TRAINING (DELAYED ENLISTMENT)

ADDITIONAL FLYING TRAINING PERIODS:

WUC	STATUS	DESCRIPTION
LA	48 AFTP/PER FY	FLYING AFTP
LB	36 AFTP/PER FY	FLYING AFTP
LC	48 AFTP/PER FY	GROUND AFTP
LD	36 AFTP/PER FY	GROUND AFTP

TRAINING PERIOD PREPARATION ASSEMBLIES:

WUC	DESCRIPTION
IT	ALL TPPAS

BASIC MILITARY TRAINING:

WUC	DESCRIPTION
ZZ	INITIAL ACTIVE DUTY FOR TRAINING

MILITARY PERSONNEL APPROPRIATION:

WUC	ORGANIZATION
X7	HQ AFOSI
X9	HQ AFMPC
0B	HQ USAFA
0D	HQ USAFE
0I	HQ ARPC/DRMP
0J	HQ ATC
0K	HQ AU
0M	HQ AFRES
0N	HQ USAF/DPPP
0R	HQ PACAF
0U	HQ AFIC
0V	HQ AFSOC
0Y	HQ AFCC
1C	HQ ACC
1I	HQ ARPC/HC
1L	HQ AMC
1M	HQ AFMC
1Q	HQ ATSC
1S	HQ SPACECOM
1W	HQ AFCECSC
2I	HQ ARPC/JA
2U	HQ AFMWRSA
3Q	HQ USSTRATCOM
3V	USSOCCOM
4I	HQ ARPC/SG

Attachment 2

Request for Additional (or return of) Workdays (Sample Format)

Note: Send request to the appropriate e-mail address: [workdays@angrc.ang.af.mil]
[schooldays@angrc.ang.af.mil]
[Resource Advisor, ref para 4.3.9]

Subject: Request for Additional (or Return of) Workdays

1. CBPO ID: XX ASN: XX
2. Type Workdays: AT, ST, School, etc.
3. Number of officer days requested.
4. Number of enlisted days requested.
5. Justification: Include any information you want considered when your request is processed.
6. Impact if not funded or reason for return.
7. Workday Utilization Code.
8. BWCO: Name, rank, DSN #, e-mail address.
Alternate: Name, rank, DSN #, e-mail address.

Attachment 3

Request for Transfer of Workdays (Sample Format)

Note: Send request to appropriate e-mail address: [workdays@angrc.ang.af.mil]
[schooldays@angrc.ang.af.mil]
[Resource Advisor, ref para 4.3.9]

Subject: Request for Transfer of Workdays

1. From CBPO ID: XX ASN: XX
2. To CBPO ID: XX ASN: XX
3. Type Workdays: AT, ST, School, etc.
4. Number of Officer days requested.
5. Number of Enlisted days requested.
6. Remarks: A brief description that will identify the transfer.
7. Workday Utilization Code.
8. BWCO: Name, rank, DSN #, e-mail address.
Alternate: Name, rank, DSN #, e-mail address.

Attachment 4**Request for Conversion of Workdays
(Sample Format)**

Note: Send request to appropriate email address [workdays@angrc.ang.af.mil]
 [schooldays@angrc.ang.af.mil]
 [Resource Advisor, ref para 4.3.9]

Subject: Request for Conversion of Workdays

1. From CBPO ID: XX ASN: XX
2. Type Workdays: AT, ST, School, etc.
3. Type and Number of days to INCREASE: 50 officer.
4. Type and Number of days to DECREASE: 100 enlisted.
5. Remarks: A brief description that will identify the conversion.
6. Workday Utilization Code.
7. BWCO: Name, rank, DSN #, e-mail address.
 Alternate: Name, rank, DSN #, e-mail address.